



84 East 2400 North
North Logan, UT 84341
Phone: 435-752-3925
www.ccsdut.org

CACHE COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
FOR
CONSTRUCTION
MANAGEMENT/GENERAL CONTRACTOR
SERVICES

November 2018

NOTICE TO CONSTRUCTION MANAGERS/GENERAL CONTRACTORS

Cache County School District is accepting Proposals from qualified Construction Manager/General Contractor Firms (CM/GC) for construction services for modifications, additions and repairs to various school district facilities located in Cache County, Utah.

Proposals will be in accordance with the Request for Proposals prepared by the Cache County School District which may be obtained from the State of Utah procurement webpage at <https://purchasing.utah.gov/> or from the Cache County School District website (www.ccsdut.org under the Current Bids link).

Proposals will be received until the hour of 2:00 P.M., November 20, 2018 in the office of Scott Rigby at the Cache County School District offices at 84 East 2400, North Logan, UT 84341.

Cache County School District reserves the right to reject any or all proposals or to waive any formality or technicality in any proposal in the interest of the Cache County School District.

Cache County School District
Scott Rigby
Director of Purchasing

PROJECT DESCRIPTION

Cache County School District (CCSD) is accepting proposals from qualified Construction Manager/General Contractor Firms (CM/GC) for construction services for modifications, additions and repairs to various school district facilities located in Cache County, Utah.

The length of time of this agreement shall be for a period of 5 (five) years.

As projects are identified during this 5 year time period they will be designed and built as budgets allow with the sequence determined by the School District. The School District reserves the right to award any future project to other contractors in the best interest of the School District.

The projects to be completed under this contract will consist of work from any of the Divisions from the Masterformat 2016 specifications as noted below:

- 01 General Requirements
- 02 Existing Conditions
- 03 Concrete
- 04 Masonry
- 05 Metals
- 06 Wood, Plastics and Composites
- 07 Thermal and Moisture Protection
- 08 Openings
- 09 Finishes
- 10 Specialties
- 11 Equipment
- 12 Furnishings
- 13 Special Construction
- 14 Conveying Equipment
- 21 Fire Suppression
- 22 Plumbing
- 23 Heating, Ventilating and Air Conditioning
- 25 Integrated Automation
- 26 Electrical
- 27 Communications
- 28 Electronic Safety and Security
- 31 Earthwork
- 32 Exterior Improvements
- 33 Utilities
- 34 Transportation

AIA Document A133-2009 “Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price” will be the form used as a contract for this project.

The fixed cost of each of the projects as they are identified will be established by using AIA Document A133 – 2009 “Exhibit A Guaranteed Maximum Price Ammendment.”

The maximum price of any single project will not exceed \$1,000,000. Any project valued in excess of \$50,000 will require the CM/GC to provide performance and payment bonds.

The majority of the work performed under this contract will be performed without the services of an Architect. On those specific projects the Amendment will indicate that the word “Owner” will be substituted for “Architect” where it appears in the AIA Document A133-2009 and AIA Document A201-2007. Paragraph 3.3 of AIA Document A133-2009 will be deleted and paragraph 9.3 will be replaced with the following: The Owner will serve as the Initial Decision Maker pursuant to Section 15.2 of AIA Document A201-2007 for Claims arising from or relating to the Construction Manager’s Construction Phase services.

AIA Document A201 - 2007 “General Conditions of the Contract for Construction” will be the General Conditions of this Contract with the following modifications:

15.1.1 Add these sentences to the end of the paragraph: A claim must contain the following explicit language in order to be recognized as a “Claim”: **“THIS IS A CLAIM AS DEFINED BY CLAUSE 15.1.1 OF AIA DOCUMENT A201.”**

15.2.6 Delete paragraph in its entirety.

15.2.6.1 Delete paragraph in its entirety.

15.3.1 Substitute the word “may” for “shall” and add the following at the end of the paragraph: All claims and disputes between the Contractor and the Owner will be decided in a forum determined at the sole discretion of the Owner. If the Owner determines that a claim or dispute will be mediated, the guidelines set forth in Clause 15.3 will govern the mediation.

The CM/GC must be capable of creating bid and construction documents using in-house personnel. In some instances where CCSD retains the services of a Design Consultant, the CM/GC must and willing to work closely with CCSD and the Design Consultant through the design phase, providing cost estimates, schedules and feedback on constructability of design details and availability of materials selected.

CM/GC Work Phases

The CM/GC Work consists of two (2) phases: Pre-construction and Construction.

- A. Preconstruction Phase: This phase of the Work includes, but is not limited to, attending design meetings, estimating and cost control, schedule development, design document creation and bidding. The Construction Manager shall monitor the bid climate and make recommendations to CCSD as to the most advantageous bidding time/schedule and then solicit bids from sub-contractors. The CM/GC will be required to provide a Guaranteed

Maximum Construction Price (GMP) after receiving bids from subcontractors and prior to beginning the Construction Phase.

- B. Construction Phase: This phase of the Work consists of the Contractor furnishing and installing all Work as required in the Contract Documents.

Bidding Services.

When entering into a subcontract the CM/GC shall procure the subcontractor by using a standard procurement process in the same manner as if the subcontract work was procured directly by CCSD. Cache County School District shall be notified by the Construction Manager of the location, date, and time of each bid opening and CCSD shall have the right to be present and fully participate in such bid opening. Detailed, full, complete tabulations of all bidding must be submitted to CCSD.

- A. Prequalification Criteria. The CM/GC shall prepare, when appropriate, prequalification criteria for bidders. Subcontractors and suppliers at all tiers must be properly licensed in the State of Utah and must meet all qualification requirements of the specifications/Contract Documents.
- B. Ensure Bids are Received. The CM/GC is responsible for the procurement of subcontractors and suppliers for the Project. The CM/GC shall develop Subcontractor interest to ensure bids are received.
- C. Pre-Bid Conferences. The CM/GC shall conduct pre-bid conferences as appropriate to familiarize potential bidders with the bidding documents. The CM/GC shall ensure that the Construction Documents are available to all potential bidders.
- D. Comply with Procurement Code. All procurements recommended and conducted by the CM/GC shall be in accordance with one of the source selection methods provided for in the Utah Procurement Code, UCA 63G-6a in the same manner as if the subcontract Work was procured directly by CCSD.
- E. Selection of Bidders. The CM/GC shall receive bids, prepare bid analyses and award subcontracts or reject bids. CCSD shall be consulted during this procurement process, however, the determination and responsibility for the procurement of the subcontractors and suppliers is that of the CM/GC.
- F. Bidders Contract with CM/GC Only. There shall be no contractual relationship between the subcontractors/suppliers and CCSD or A/E. The CM/GC shall prepare and execute the required subcontractor/supplier agreements. The CM/GC shall be fully responsible for the performance of its Subcontractors and suppliers at any tier similar to a General Contractor under GSD's General Conditions.
- G. Self Performed Work. The Contractor must bid self-performed work against other subcontractors. The Contractor's bid will then be evaluated by CCSD and must be determined to be the best value bid for the work to be awarded to the Contractor. The cost of any work that is self-performed will be part of the established GMP.

CM/GC PROCUREMENT PROCESS

The CCSD Selection Committee will conduct a two-step selection process.

Step One will consist of the evaluation and scoring of submitted responses on the basis of contractor qualifications and will comprise 80 points possible.

Submitting firms will be evaluated and scored by the CCSD Selection Committee based on the criteria outlined in the Request for Proposals.

Step Two is the scoring of the cost proposal for 20 points possible. **Do not include the cost proposal with the proposal described in step one.** The three highest scoring firms in step one will be invited to submit a Cost Proposal which will then be evaluated and scored. Please see attachment titled "Schedule of Costs." This will be scored separately from the evaluation criteria by the Purchasing Director according to the following formula. The points assigned to each offeror's fee proposal will be based on the lowest proposal price. The offeror with the lowest proposed price will receive 100% of the price points. 10 points are available for the contractor's fee and 10 points are available for the combined average of the Superintendent and Project Manager. All other offerors will receive a portion of the total cost points based on what percentage higher their proposed price is than the lowest proposed price. An offeror whose proposed price is more than double (200%) the lowest proposed price will receive no points. The formula to compute points is: $(\text{Cost Points available}) \times (2 - \frac{\text{Proposed Price}}{\text{Lowest Proposed Price}})$.

After scoring this proposal separately, it will be added to the final score. The firm with the highest combined score comprised of the first Proposal score and the Cost Proposal score will be invited to enter into a contract with the Cache County School District to perform the work described in this Request for Proposals.

SUBMITTAL DUE DATES AND TIME

Proposals will be received until the hour of 2:00 P.M., November 20, 2018 in the office of Scott Rigby at the Cache County School District offices at 84 East 2400 North, North Logan, UT 84341. Proposals must be in a sealed envelope marked "CM/GC Services Proposal." No faxed or emailed proposals will be accepted. Proposals received after the specified time, will not be accepted. Please allow adequate time for delivery. If using a courier service, the contractor is responsible for ensuring the delivery will be made directly to the required location.

REQUESTS FOR INFORMATION

All requests for information regarding this solicitation shall be in writing directed to:

Scott Rigby
Director of Purchasing
Cache County School District
84 East 2400 North
North Logan, Utah 84341
435-792-7613

Any contact made with others may be grounds for disqualification.

LAST DAY TO SUBMIT QUESTIONS

All questions must be received no later than 2:00 P.M. November 16, 2018.

ADDENDUM

All responses to questions and requests for clarification will be in writing and issued as addenda to the Request for Proposals. The addenda will be posted via the State of Utah purchasing web page and the Cache County School District webpage.

Any addenda issued prior to the proposal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal.

PROPOSAL REQUIREMENTS

Submit a minimum of five (5) copies of the Proposal.

The following information must be provided bound with tab dividers marked to correspond with the paragraph numbers of the requirements listed below.

1. **General firm information**

- a. On the contractors letterhead provide the address of its current Utah office.
- b. Provide the number of its current Utah State License as a General Contractor, the date of issuance and a statement that said license is in active status.
- c. Demonstrate that it carries the following minimum insurance coverage:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Products-Completed Operations Aggregate

5 points possible. Local contractors will be awarded higher points.

2. **School Experience**

- a. Provide a list of all K-12 school related projects completed by the Construction Manager's Utah office within the past ten years along with the dollar value of each of those projects as well as the Owner's name, Owner's representative and phone number.

20 Points Possible

3. CM/GC Experience

- a. Provide a list of all K-12 school projects that were completed by the Construction Manager's Utah office within the past ten years using the Construction Manager/General Contractor method.
- b. Provide a list of all other projects that were completed by the Construction Manager's Utah office within the past ten years using the Construction Manager/General Contractor method.

10 Points Possible

4. Key Personnel

- a. Provide a description of the qualifications of key personnel, both field and office, that the Construction Manager proposes using on this project.
- b. Provide a list of the K-12 CM/GC projects these key personnel were involved with showing specifically what their role was with each project. At a minimum, provide this information for the site superintendent and project manager along with a list of other projects the Construction Manager is currently aware of on which they will be employed concurrently with this project.

10 Points Possible

5. Current Work Load/Bondability

- a. List of all projects along with their dollar values currently under construction.
- b. Provide evidence of bond limit and all project that are currently bonded.

5 Points Possible

6. Self Performed Work

- a. Identify which types of work the Construction Manager may elect to self-perform.
- b. Provide a list of all field personnel currently employed directly by the Construction Manager that the Construction Manager may use to perform self-performed work, such as carpenters, laborers and other such personnel along with length of time each has been employed by the Construction Manager.

10 Points Possible

7. Design Experience

- a. Provide copies of bid/construction documents prepared in-house by the Construction Manager's personnel without using the services of an independent Design Consulting Firm or independent Design Professional for at least 5 projects that were valued at least \$20,000.

20 Points Possible

Failure of any Construction Manager to submit any of the above information as set forth may result in the Construction Manager being disqualified.

Cache County School District CM/GC RFP

Schedule of Costs

Proposed Fees will be scored in 3 different categories according to project values and will be awarded points based on the following criteria:

Project Value	Contractor Management Fee
\$0-\$10,000.00	_____ % (<i>percentage</i>)
\$10,000.01-\$50,000	_____ % (<i>percentage</i>)
\$50,000.01 and up	_____ % (<i>percentage</i>)

The percentage values will be averaged after which the points to be awarded will be calculated using the following mathematical formula: **(Cost Points) x (2 - Proposed Cost/Lowest Proposed Cost)**

These points will then be added to the scoring of the RFP to determine a final scoring for each vendor. **10** points for the fee cost are available to be added to the final score.

Please provide the following:

The Cost of a Superintendent is \$_____ per hour

The cost of Project Manager is \$_____ per hour

The dollar values will be averaged after which the points to be awarded will be calculated using the following mathematical formula: **(Cost Points) x (2 - Proposed Cost/Lowest Proposed Cost)**

These points will then be added to the scoring of the RFP to determine a final scoring for each vendor. **10** points for the Superintendent and Project Manager rates are available to be added to the final score.